ONLINE IRG PUBLIC QUICK REFERENCE GUIDE

ENTERING THE IRG

How do I enter the IRG?
1. Go to the OCSE Home Page
   (http://www.acf.hhs.gov/programs/cse/).
2. Click the **Online Interstate Roster and Referral Guide (IRG)** link, which is listed in the Facts and Descriptions section. The IRG Public Map Page screen appears.

STATE PROFILES

How do I view a State Profile?
1. Go to the IRG Public Map Page screen.
2. Click a state. The state's profile appears.
3. Use the scroll bars or links to view the sections.

How do I view State Lien or MSFIDM Information?
1. Go to a State Profile.
2. Click **J. Support Enforcement** or scroll down until State Lien and MSFDM information appears.

How do I view CSENet 2000 Transaction Type Overview?
1. Go to the IRG Public Map Page screen.
2. Click the **View CSENet 2000 Transaction Type Overview** link.
3. The CSENet 2000 State Transaction Type Overview page is displayed.

How do I view CSENet 2000 State Exchange Agreement by Function Code?
1. Go to a State Profile.
2. Click the **View CSENet 2000 State Exchange Agreement by Function Code** link.
3. The CSENet 2000 State Exchange Agreement by Function Code page displays.

How do I view a state certification Date?
1. Go to a State Profile.
2. The date appears in the certified date field.

How do I download a State Profile?
1. Go to the State Profile.
2. Click the **Download** option on the task bar. The standard Windows Save As... dialog box appears asking where you would like to save the file.
3. Choose the directory in which to save the file and the filename. The default filename is the two-letter state abbreviation.dat (e.g., AL.dat). This is an ASCII text file, which can be opened in any word processing program.

How do I download all State Profiles?
1. Go to the IRG Public Map Page screen.
2. Click the **Download All** option on the task bar.
3. The standard Windows Save As... dialog box appears asking where you would like to save the file.
4. Choose the directory in which to save the file and the filename. The default filename is SpsAllStates.dat. This is an ASCII text file, which can be opened in any word processing program.

How do I print a State Profile?
1. Go to the State Profile.
2. Click the **Print** option on the task bar. A dialog box appears.
3. Click **OK** to print. The standard Windows Print dialog box appears. Click **Cancel** to go back to the State Profile without printing.

ADDRESSES AND FIPS CODES

How do I view a state address?
1. Go to the IRG Public Map Page screen.
2. Click the **FIPS codes/Addresses** button.
3. Click a state. The Addresses and FIPS Codes screen appears.
4. Click the **State** button on the Navigation Panel. The Select State Addresses screen appears.
5. To search by address type, select an address type from the drop-down list and click the **Address Type Search** button. The View State Address Data screen appears.
6. To search by contact name, select a contact name from the drop-down list and click the **Name Search** button. The View State Address Data screen appears.

How do I view a region address?
1. Go to the IRG Public Map Page screen.
2. Click the **FIPS codes/Addresses** button.
3. Click a state. The Addresses and FIPS Codes screen appears.
4. Click the **Region** button on the Navigation Panel. The Select Region Addresses screen appears.
5. To search by region, select a region from the drop-down list and click the **Search** button. The View Region Address Data screen appears.

How do I view a county address?
1. Go to the IRG Public Map Page screen.
2. Click the **FIPS codes/Addresses** button.
3. Click a state. The Addresses and FIPS Codes screen appears.
4. Click the **County** button on the Navigation Panel. The Select County Addresses screen appears.
5. To search by county, select a county name from the drop-down list. Optionally narrow the search by selecting an address description. Click the **County Search** button. The View County Address Data screen appears.
6. To search by contact name, select a contact name from the drop-down list and click the **Name Search** button. The View County Address Data screen appears.
7. To search by city, select a city from the drop-down list and click the **City Search** button. The View County Address Data screen appears.

How do I view an international reciprocity address?
1. Go to the IRG Public Map Page screen.
2. Click the **OCSE/International Addresses** link at the top of the screen. The Addresses and FIPS Codes screen appears.
3. Select a country from the drop-down list on the Navigation Panel.
4. Click the **International** button on the Navigation Panel. The View International Address Data screen appears.

How do I view a Central OCSE address?
1. Go to the IRG Public Map Page screen.
2. Click the **OCSE/International Addresses** link at the top of the screen. The Addresses and FIPS Codes screen appears.
3. Click the **Central-OCSE** button on the Navigation Panel. The Select Central OCSE Address screen appears.
4. Select an address from the drop-down list and click the **Search** button. The View Central Address Data screen appears.

How do I view a Regional OCSE address?
1. Go to the IRG Public Map Page screen.
2. Click the **OCSE/International Addresses** link at the top of the screen. The Addresses and FIPS Codes screen appears.
3. Select a region from the drop-down list on the Navigation Panel.
4. Click the **Regional-OCSE** button on the Navigation Panel. The View Regional Address Data screen appears.

How do I view Comments
1. Go to the IRG State View Map Page screen.
2. Select a **State, Central-OCSE or Regional OCSE Addresses** link at the top of the navigation panel.
3. If comments exist, a maximum of 41 characters appears in the Comment text box. The "**More…**" button is enabled if there are additional comments
4. Click the "**More…**" button (if applicable). The IRG Comments window appears displaying the entire text of the comments.
5. Click the **Cancel** button when you have completed viewing the comments.

Note: If there are no comments, the "**More…**" button is disabled